



### **EFFICIENCY OF OPERATIONS CHECKLIST**

1. How many bargaining units have been established since the enactment of the statute? How were the units created (consent agreement, litigation, Board decision, etc.)? List the job titles/groupings and number of employees in each unit.
2. How many collective bargaining agreements have been negotiated for each unit? Reopener agreements? List term of each agreement.
3. Do any of the units share identical or similar contract provisions, e.g., fringe benefits?
4. Describe the bargaining structure utilized by the parties regarding the existing units (e.g., individual unit negotiations, coalition bargaining, single negotiations by same exclusive representative for multiple units, etc.).
5. Approximately how many hours were required to negotiate each agreement? Re-openers?
6. Based on past experience, what are the projected time requirements for negotiations and contract administration and/or adverse effects (e.g., increase in the use of resources) resulting from the unit configuration requested. Give specific examples.
7. Provide the number and job titles of all District personnel (both union and employer representatives) utilized to negotiate current and past agreements.
  - a. Which staff were used to negotiate certificated agreements?
  - b. Which staff were used to negotiate classified agreements?
8. Describe the job duties of the individuals listed in #7 above.
9. Would the number and titles of individuals needed for negotiations increase/decrease pursuant to the requested unit configuration(s)? Explain.
10. Did the District incur a cost for substitutes that replaced employees receiving release time for negotiations? What have the costs been?
11. Is the proposed unit(s) structured upon departmental or agency lines of authority?
12. Does the proposed unit(s) split employees of the same or similar classifications into more than one unit?
13. Does the proposed unit(s) excessively fragment existing units?

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14. Does the proposed unit(s) create residual or fringe groups? Do these groups have a community of interest with employees of the proposed unit(s)?
15. What is the employer's previous experience with negotiations in single as opposed to multiple bargaining units?